

Process Number	Documented Processes	Enough Detail for an RFP	Who Owns the Process
1	Motor Carrier Fleet and / or Vehicle Registration (IRP)	No	Dan Kiely, MCS L & P Bureau
2	Collections Receives New IRP Application with Payment	Yes	Marie Stark, Collections
3	Motor Carrier Fleet and or Vehicle Registration Renewal (IRP)	No	Dan Kiely, MCS L & P Bureau
4	Cashiering Process for IRP Credentials	No	Marie Stark, Collections
5	Deposit Corrections	No	Marie Stark, Collections
6	Process Single IRP Payment	No	Marie Stark, Collections
7	Motor Carrier Fuel Tax (IFTA) Licensing	No	Dan Kiely, MCS L & P Bureau
8	Motor Carrier IFTA Renewal	No	Dan Kiely, MCS L & P Bureau
9	Cashiering Processes for Tax Systems	No	Marie Stark, Collections
10	Bonding Processes (as needed) for IFTA Licensed Carrier	No	Marie Stark, Collections
11	IRP Transmittal and Payment Processes	No	Marie Stark, Collections
12	IFTA Transmittal and Payment Processes	No	Marie Stark, Collections
13	Establish Motor Fuels Taxes and Fees Audit Plan	No	Vickie Murphy, Audit
14	Conduct Motor Fuels Taxes and Fees Audit	No	Vickie Murphy, Audit
15	Motor Fuels Taxes and Fees Post-Audit Activities	No	Vickie Murphy, Audit
16	Motor Carrier Vehicle Permit Issuing and End-of-Day Reconciliation	No	Marie Stark, Collections; MCS
17	Hand-Issued Permits Reconciliation	Yes	Marie Stark, Collections
18	IFTA Tax Collection (Includes Billing and Collections Processes for IFTA Multi-Jurisdictional Activities)	No	Marie Stark, Collections
19	IFTA Refund (Credentials and Tax)	No	Dan Kiely, MCS L & P Bureau
20	IRP Refund	Yes	Gordon McGaw, Accounting Controls; MCS
21	UCR Registration and Funds Received Directly by MDT	Yes	Dan Kiely, MCS L & P Bureau
22	Entering Manual Non-Vista Related Financial Transactions ( i.e. payments made to reimburse MDT for damages to a guard rail)	Yes	Marie Stark, Collections; Gordon McGaw, Accounting Controls
23	Licensing for Compressed Natural Gas (CNG), Liquid Propane Gas (LPG), Propane Distributor (PD) and Special Fuel (SU) Users	No	Tracy Halubka, Motor Fuels
24	Dyed Fuel Citation Process and Fee Collection	Yes	
25	Non-Sufficient Funds (NSF) Check Processing	No	Marie Stark, Collections
26	Process Single Batch	Yes	Marie Stark, Collections
27	Process Mail with Checks / Cash	Yes	Marie Stark, Collections
28	End-of-Day Reconciliation	No	Marie Stark, Collections
29	Motor Carrier Vehicle Permit End-of-Day Collections Reconciliation	No	Marie Stark, Collections
30	Daily SABHRS Deposit Setup	No	Marie Stark, Collections

Missing Processes	Description	Owner
International Fuel Tax Agreement (IFTA) Tax Return Process		Marie Stark, Collections Supervisor
Special Fuel Users (SU) Tax Return Process		Marie Stark, Collections Supervisor
Liquefied Petroleum Gas (LP) Tax Return Process		Marie Stark, Collections Supervisor
Compressed Natural Gas (NG)		Marie Stark, Collections Supervisor
Non-filers Tax Return Process		Marie Stark, Collections Supervisor
Financial Process for the Petroleum Distributors (PD)/Petroleum Wholesaler (PW) Tax Types (including interface to the TS system)		Marie Stark, Collections Supervisor; Tracy Halubka, Motor Fuels Supervisor
Financial Process and Interface to SABHRS for all TS, RS and PS Financial Activity		Marie Stark, Collections Supervisor; Debbie Niehoff, Management Analyst
Adjustments to tax returns with Recalculation of Tax, Penalty, and Interest		Marie Stark, Collections Supervisor; Debbie Niehoff, Management Analyst
Audit Process in the TS and RS System		Marie Stark, Collections Supervisor
CVIEW Interface(s) with RS		Debbie Niehoff, Management Analyst
CVIEW Interface(s) with TS		Debbie Niehoff, Management Analyst
CVIEW Interface(s) with PS		Debbie Niehoff, Management Analyst
Process to Cancel, Close, or Revoke Licenses for non-payment		Marie Stark, Collections Supervisor
Online Payment Process		Marie Stark, Collections Supervisor
ACH Process		Marie Stark, Collections Supervisor; Tracy Halubka, Motor Fuels Supervisor
Returned ACH Transaction Process		Marie Stark, Collections Supervisor
Tax Return Process for Billing and Collections		Marie Stark, Collections Supervisor
Account Adjustment Process (Write-offs, Netting with IRP Audit, Credit Balance Write-off, Balance Due Over/Under \$5 (Configurable), Moving Credits, Splitting Payments, Etc.)		Marie Stark, Collections Supervisor; Debbie Niehoff, Management Analyst
IFTA/SU Quarterly Returns		Marie Stark, Collections Supervisor
NG/LP Yearly Process		Marie Stark, Collections Supervisor
Bonding and Reissue Process		Marie Stark, Collections Supervisor
Hand Issued Permits and Sequence Audits		Marie Stark, Collections Supervisor; MCS
Western Regional/Agent Permits and Distribution		Marie Stark, Collections Supervisor; MCS
End of Day Reporting		Marie Stark, Collections Supervisor; Debbie Niehoff, Management Analyst
IRP Process for Billing and Collections (Incl. NSF and Past Dues)		Marie Stark, Collections Supervisor
Ad-hoc Reporting Processes (currently Vista Discoverer)		Debbie Niehoff, Management Analyst
Permitting specific functional requirements and business rules in compliance with Montana Law.		(MCS Licensing and Permitting Bureau – Dan Kiely)
MT specific IFTA and IRP functional requirements and business rules to maintain compliance with PRISM (Performance Registration Information System Management).		(MCS Licensing and Permitting Bureau – Dan Kiely)
AdHoc Query and reporting tool to mine information from all repositories.		(MCS Operations Bureau – Dennis Hult)
Specialized (canned reports) query and reporting templates (IRP) in order to maintain IRP compliance		(MCS Operations, Enforcement and Licensing and Permitting Bureaus)
IRP/NLETS interface requirements		(MCS Operations, Enforcement and Licensing and Permitting Bureaus)
Dyed Fuel Information Exchange with CVIEW requirements		(MCS Operations, Enforcement and Licensing and Permitting Bureaus)
Intrastate Registration information exchange between MERLIN and CVIEW requirements		(MCS Operations, Enforcement and Licensing and Permitting Bureaus)
Multiple XML transactions with FMCSA SAFER system for IRP/IFTA credentials information exchange		(MCS Operations Bureau – Dennis Hult)
IFTA and IRP interface and information exchange with respective Clearinghouses		(MCS Licensing and Permitting Bureau – Dan Kiely)
CVIEW system or subsystem functional requirements and associated enforcement business processes		(MCS Enforcement Bureau – Dan Moore)
Reference the most current SAFER Interface Control Document version 9.2		(MCS Operations Bureau – Jodee Alm)
Permitting information exchange interface requirements with CVIEW		(MCS Operations, Enforcement and Licensing and Permitting Bureaus)